WIC: Local Agency User Acceptance Testing

1.   User Acceptance Testing (UAT) Deliverables:

1.1.   The Contractor shall ensure staff members, designated by state staff, attend the Missouri WIC Information Network System (MOWINS) UAT trainings and are afforded time to complete assigned tasks for UAT. Each designated staff member has access to the UAT Sharepoint site, JIRA, and WIC Direct.

1.2.   The Contractor shall ensure staff members, designated by state staff, complete the assigned tasks to test specific features or effects of MOWINS releases and how EBT offline will need to work for Missouri. Each designated staff member shall complete assigned tasks and document the steps and outcomes as specified in the training and in accordance with the sample documentation file on the UAT Sharepoint site. All testing will be completed in the MOWINS UAT environment. All tasks will have a due date for completion when assigned.

1.3.   The Contractor shall ensure staff members, designated by state staff, participate in as many monthly conference calls as clinic schedule allows, but must attend at least one (1) per quarter.

1.4.   Designated staff may be required to attend future UAT trainings at the State Office or by webinar. All required trainings will be scheduled at least 60 days in advance to allow for clinic scheduling.

2.   Budget/Allowable Costs:

2.1.   The Contractor shall use the allocated funds for designated staff's travel expenses to attend trainings either in person or by Webinar and for the designated staff's time for attending training and conducting assigned UAT tasks.

3.   Reports/Invoicing:

3.1.   The Contractor shall enter expenditures on the UAT Training Special Funding-9 tab in the Online WIC Invoicing Application according to funding allocated in the contract.